

**SUPPLEMENTAL EXPERIENCE STATEMENT  
FOR  
MACHINIST, WG-3414**

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The information requested on this form will be used to evaluate your qualifications for a position where certain knowledge, skills, and abilities are essential for satisfactory performance of the duties and responsibilities of the job. The information furnished in this form, along with other material submitted with an application, will be used by Section personnel involved in the rating/ranking of candidates; those involved in the making of recommendations for selection; the selecting official for the position; and other Section and/or Federal government personnel who may be involved in the inspection of the Section's personnel management program. Failure to complete and submit this form may result in an incomplete and improper evaluation. When this information is required as part of an application, failure to provide it will result in an "incomplete application".

**INSTRUCTIONS:** Legibly print in ink or use a typewriter when completing answers. Answer each item regarding your background, experience, and training. Answers should be based on actual work experience. If you use additional paper, be sure to identify the question you are answering by showing the element number you are continuing on the additional sheet.

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**NAME OF CANDIDATE:** (LAST, FIRST, MIDDLE INITIAL)

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**I. KNOWLEDGE OF FABRICATING PARTS AND MAKING REPAIRS OF EQUIPMENT**

A. List all the kinds of equipment which you have fabricated, assembled, made, installed, tested, and/or repaired.

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B. For each type of equipment which you have listed, show what you did to it (i.e., disassembled, fabricated, made, inspected parts and/or reassembled).

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C. How did you receive your assignments, and who inspected your work?

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D. When and why was your work inspected?

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E. Are you considered an expert, that is, called upon to do unusual or very difficult machinist jobs?  
\_\_\_\_ Yes \_\_\_\_ No. If "Yes", describe the unusual or very difficult jobs you have been given to do.

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**II. WORK PRACTICES (INCLUDING PLANNING, LAYING OUT, AND CARRYING THROUGH ON WORK PROJECTS.)**

A. Tell about your knowledge of machinist functions in different situations.

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B. How did you gain this knowledge?

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C. What standard practices do you follow in conserving materials for an assigned job and assuring you have the right parts for the job?

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D. Describe how you plan, lay out, and carry through on machinist job assignments.

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### **III. ABILITY TO INTERPRET AND FOLLOW INSTRUCTIONS**

A. Tell about your ability to interpret and follow instructions pertaining to machinist work. How do you receive your work assignments, and from whom?

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B. Once you have received the instructions, what do you do?

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C. Who inspects your work, when is it inspected, and why is it inspected?

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D. Have you ever instructed someone else on how to do machinist work? \_\_\_\_\_Yes\_\_\_\_\_No. If "Yes", whom did you instruct, when, and on what kinds of jobs?

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### **IV. ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT**

A. List the tools and equipment which you can use, and tell where you have used them.

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B. For what purpose did you use each item you listed above?

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- C. How did you maintain the tools and/or equipment in good operating condition (for example, sharpened dull axes, oiled and greased tools for storage, removed rust and grime, etc.)?
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**V. USE OF MEASURING EQUIPMENT**

- A. List the machinist measuring instruments/equipment which you have used.
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- B. For what purpose did you use the instruments/equipment which you have listed?
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**VI. KNOWLEDGE OF MATERIALS**

- A. List the kinds of materials (iron, steel, aluminum, brass, bronze, stainless steel, plastic, etc.) with which you have worked.
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- B. Tell where and how you used each type of material which you listed.
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**VII. SKILL IN WELDING.**

Tell about your experience and training that shows your experience in welding, brazing, and soldering to effect manufacture or repair equipment. Tell about the variety of materials used and the different sizes.

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**VIII. ABILITY TO DO THE WORK OF THE POSITION**

Read this general description of the work of the position. Read carefully the six (6) statements below the description and check the ONE which most nearly describes your ability to do the work of a machinist as described.

DUTIES: Under close supervision the incumbent performs machinist duties such as, but not limited to, the following: cuts standard and special pipe and bolt threads; fabricates shafts, bushings, and shear pins, mounting brackets, boxes and cabinets; duplicates unavailable broken or worn parts; cuts key ways in shafts, fan motors, pumps; repairs bearing seats; cuts and forms sheet metal; fabricates new tools and/or modifies existing ones; uses welders (gas and electric), braising, and solders; fabricates springs; and performs drafting work. Responsible for the upkeep of tools and stock of materials. Performs all duties in compliance with the Section's Safety Program.

- ( ) I have not done this type of work.  
( ) I am able to do simple, routine tasks under close supervision.  
( ) I am able to perform most of the tasks of the job, except the following: \_\_\_\_\_  
\_\_\_\_\_  
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- ( ) I am able to do most of the tasks subject to inspection during the work process and when I complete the work.  
( ) I am able to do all of the work on my own initiative subject to intermittent inspection of my work.  
( ) I am able

How and where did you acquire this level of ability?

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**CERTIFICATION**

I CERTIFY that all of the statements made in this form are true, complete and correct to the best of my knowledge and belief and are made in good faith.

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(Signature of Applicant in Ink) DATE: \_\_\_\_\_